

## Lake City Staff Weekly Report

### Week ending May 6, 2011

#### **FROM THE CITY STAFF**

##### **Administrative Services Director Cason Reports:**

###### *Finance (Donna Duncan):*

- Staff submitted the City's 2010 Annual Financial Report to the Bureau of Local Government. The mission of the Bureau of Local Government is to promote the financial integrity and fiscal accountability of Florida's local government entities.
- Met with Toni Sweat of Sungard HTE to discuss schedule for implementation of One Solution for Finance Department. Expected date to go live is end of calendar year or early 2012.

###### *Human Resource/Safety/Risk Management (Gene Bullard):*

- Filed three worker's compensation claims.
- Updated auto insurance schedule.
- Investigated auto accident.
- Attended meeting with Florida Municipal Insurance Trust (F.M.I.T.) about property insurance deductibles.
- Reviewing property insurance schedule.
- Facilitated new hire orientation for Customer Service Department.
- Processed bank deposits and invoices.

###### *Information Technology / G.I.S. / Communications (Zack Mears):*

- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites in new back-end program.
- Continued work on reclaim the water plan and profile in Geographical Information System.
- Continued the building of the test network environment.
- Everbridge project file transfer is underway. The Everbridge project is the City alert system to residences, businesses and City utility customers.
- Began Lock Box project file testing.
- Researching server consolidation.
- Collected Geographical Positioning System data for utilities.

###### *Purchasing and Contracting (Debbie Garbett):*

- Processed two hundred fifty one invoices.
- Established six new vendors.
- Updated nine vendor files.
- Scanned thirty documents into OnBase Imaging System.
- Processed one requisition.
- Held mandatory pre-bid conference and site visit for the cathodic protection deep anode for the Natural Gas Department. Bid opening is scheduled for May 12, 2011 at 11:00 A.M.

- Issued addendum one to Invitation to Bid (ITB-019-2011) Demolition of Four Structures on City Owned Property. Bid opening is scheduled for May 12, 2011 at 11:00 A.M.
- Issued thirteen hundred twenty seven material items for City project use.
- Sold one vehicle on [www.GovDeals.com](http://www.GovDeals.com) . Total sales to date for surplus items are \$172,062.55.

#### **Airport General Manager Sawyer Reports:**

- Airport Terminal construction crews continued grading of the new west parking lot and access road during the week. Asphalt support (lime rock) will be applied to those areas next week. Crews have completed installation of eighty per cent of interior walls, outside windows and roofing insulation. Installation of the galvanized (final) roofing materials is also scheduled to begin next week.
- TowerCom staged equipment at the industrial park communications tower construction site during the week. Ground borings began midweek in preparation for installation of a rebar tower support cylinder. Structural forming and a concrete cylinder pour are scheduled for May 6<sup>th</sup>. The completion date for the project is June 30.
- J. D. James completed concrete foundation and electrical system installations on the new airport (AWOS) weather reporting system. The ten foot AWOS tower was partially installed and equipped for the installation of temperature, wind direction and other weather reporting sensors. Construction continues on schedule for a May 31<sup>st</sup> completion date.
- Staff repaired the automatic vehicle gate, continued mowing operations and replaced lighting in the terminal building. Fueling operations for the week produced \$12,250 in gross revenues on 2,518 gallons sold.

#### **Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 27 Emergency calls for service, with an average response time of 4 minutes and 23 seconds, including automatic aid in the county area and good intent calls that only require a non-priority response (no lights or siren)

Fire Inspections/Plans Review	3
Pre-Fire Plans	3
Fire Prevention/Education Events	1

#### **Growth Management Director Lee Reports:**

##### *CDBG:*

- Awarded three mobile homes under the Emergency Funds Grant
- Processed payment request
- Prepare Notices To Proceed to bidder

##### *Planning:*

• Zoning statements issued	8
• Land Files maintenance	2Hrs
• Meet with potential developers on proposed projects	4 Hrs
• Prepared Agendas and advertisements Planning Board Hearings	3 Hrs
• Transcribed minutes of Board meeting	2 Hrs
• Applications reviewed Sp Excep, Variance or Land use	2 Hrs
• Prepared legal advertisement for Special Exception	2 Hrs
• Prepared meeting notification correspondence to petitioners	2 Hrs

- Conducted Public Hearing for Zoning Board 2 Hrs
- Attended Local Mitigation Workshop 4 Hrs
- Review submitted petition for completion and compliance 1 Hr

*Building Inspections:*

- Permit applications received 6
- Permits issued 3
- Building inspections 29
- Plumbing inspections 7
- Electrical inspections 13
- Roof inspection 2
- Mechanical Inspections 2
- Plan reviews performed 6 Hrs
- Demolition inspections 2

*Code Enforcement:*

- New complaints received 6
- Property inspections performed 52
- Meeting with responding property owners/customers 7 Hrs
- Cases brought into voluntary compliance 4
- Notices of violations issued 5
- Notices of hearing issued 10
- Update weekly Code Enforcement Log 1 Hr
- Public records request (3) 2 Hrs
- Assisting Customer Service with zoning and code issues 2 Hrs
- Issued 1 Cease and Desist Order 4 Hrs

\* includes activity in CRA

*Business Tax Receipts:*

- New applications for Business Tax 3
- Applications reviewed and ready to issue 5
- Pet License renewals 1
- New pet License issued 1

**Police Chief Gilmore Reports:**

*Executive Summary:*

The Command Staff has been working diligently on policies and procedures.

*Departmental Highlights:*

- The Police Memorial Ceremony was held May 3, 2011 at 6:30 p.m. at First Baptist Church. Many were in attendance to honor fallen law enforcement officers.
- The "Breakfast with the Chief" is scheduled for May 14, 2011 from 10:00 a.m. until 11:30 a.m.

*Criminal Investigations Division:*

Total Cases Investigated	21	Total Charges Filed	3
Total Cases Solved	6	Burglaries	10
Total Cases Unsolved	15	Missing Person	1
Affidavits Filed	3	Thefts	10

### TAC Unit Summary Report:

Officers:       Officer L. Shallar (K-9 Issa)  
                  Officer K. Johns (K-9 Trooper)

#### *Summary:*

The TAC Unit members (Officers Shallar and Johns) continue with their total dedication to the Field Training Officer program.

### Task Force Unit Summary Report:

Officers:       Sergeant J. Byrd  
                  Officer M. Cline

#### *Summary:*

During the previous week the Task Force Officers continued with undercover surveillance operations and with follow up on existing cases. They are continuing to develop additional leads on illegal drug issues within our community. The Task Force Officers also attended a Strike Force meeting in Tallahassee last Thursday. This meeting was designed to bring multiple local, state and federal agencies together in an organized group to combat the current abuse and distribution problem of drugs within our state. Governor Rick Scott was present to lend his support.

### Patrol Division:

Calls Answered	1002	Drugs	3
On Views/ Police In	667	Missing Person	2
Misdemeanor	18	Status 6 Accident Report	9
Felony	7	Status 7 Traffic Ticket	44
Status 1 Gone on Arrival	18	Status 8 Traffic Warning	46
Status 2 Unfounded	1	DUI	1
Status 4 Misc. Incident	799	Misdemeanor Traffic	7
Status 5 Incident Report	64	Infraction	37
Burglaries	10	Warrant Arrest	5
Assault	5	Property Damage	\$26,910
Opposing/Resisting	1	Accident Injuries	2
Thefts	16		

### **Recreation Director Little Reports:**

#### *Southside Recreation Center:*

- Last week at Southside, we had a Field Day event on April 30<sup>th</sup> at Memorial Stadium. We had an average of 50 kids attend the event. Our tournament games included horse shoes, volleyball, and badminton. Trophies were awarded in each event. We are now are getting ready for our Summer Camp sign ups and are hoping for a good turn out.

#### *Girls Club Center:*

- We are currently in our Spring Quarter. We are preparing our buildings and schedules for the upcoming Summer Session which will start on June 13<sup>th</sup>. On Monday, we had a kickball game. On Tuesday, we did arts and crafts. On Wednesday, we made cookies for the girl's afternoon snack. On Thursday, because of bad weather, we stayed inside and played games and watched a movie. On Friday, the girls had a free play outside to end the week. Girls Club offers homework help to all the girls who come to the after school program. This has been a great help to the parents because the children have their homework completed when they get home and are able to enjoy family time.

*Athletics – Teen Town Center:*

- We are in the final week of T-Ball practice with each team practicing twice. Our annual T-Ball Jamboree will be held on May 7<sup>th</sup> at the Girls Softball Complex.

*Recreation Programs:*

- Our Romper Rhythm classes will resume after school is out for the summer. We have started our Zumba class on a Tuesday morning at 8:30 a.m. and everyone is welcome to come and participate. Our special Zumba class was a huge success. We hope to have one every month for beginners, to learn at a slower pace. We are also continuing to offer classes in Ta Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

*Maintenance:*

- Field Day was a success and clean up at the stadium took place this week. We also had Arbor Day on Friday. All routine maintenance continues as usual. Summer is fast approaching and any extra maintenance that the other facilities may need is being done to accommodate the summer campers.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Richard Lee):*

- |                                     |    |
|-------------------------------------|----|
| • Locates                           | 52 |
| • Service Orders                    | 19 |
| • Repaired/Responded to Sewer Calls | 5  |
| • Repaired Water Line               | 7  |
| • Set Meters                        | 5  |
| • Located & Repaired Water Tap      | 1  |
| • Repaired Manhole                  | 1  |

*Distribution, Collections & Construction (Keith Hampton):*

- |   |                |
|---|----------------|
| • 12" Sanitary Force Main Extension     | 100% completed |
| • W. US Hwy 90 12" Water Main Extension | 63% complete   |
| ➤ (Working on acquiring easements)      |                |
| • Tice Farms - 12" Reuse Water Line     | 76% complete   |
| ➤ (Working on bidding out directionals) |                |
| • 12" Eastside Water Main Extension     | 1% complete    |
| ➤ (Working on acquiring easements)      |                |

*Natural Gas (Joe Sheldon):*

- |                  |     |
|------------------|-----|
| • Service Orders | 362 |
| • Locates        | 22  |

*Public Works (Thomas Henry):*

- |  |   |
|--|---|
| • Locates  | 6 |
| • Responded to and Serviced Trouble Calls                | 5 |
| • Responded to Citizen Calls/Complaints                  | 6 |
| • Street Lights Repaired                                 | 9 |
| • Signs Made/Repaired/Installed                          | 4 |
| • Set Up/Worked/Cleaned Up for Arbor Day Tree Give-a-Way |   |

*Utility Maintenance (David Durrance):*

- |   |   |
|---|---|
| • Inspected and Serviced Liftstations     | 7 |
| • Cleaned Liftstations with Vac-Con Truck | 6 |
| • Maintenance Items At WWTP               | 8 |

*Vehicle Maintenance (Kim Moore):*

- |  |   |
|--|---|
| • Complaints /Repaired/Back in Service | 9 |
|--|---|

• Routine Maintenance and Service	5
• Machines Fueled & Fluid Levels Checked	2
• 3,000 Mile Service (Jiffy Lube)	4
• Fabricated & Welded Printer Bracket	1
<i>Wastewater Treatment Plant (Sonny Van-Skyhawk):</i>	
• Gallons Treated	2.274 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.601 MGD
• Gallons Treated (Brandon Brent WTP)	.024 MGD
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	535
• Walk-up Customers Assisted	1007
• Bills Generated	2788
• Number of Payments Collected	1517
• Late Notices Generated	614
• Total Payments Received	\$259,735.84
• Taps Processed	3
<b><u>Service Orders Generated:</u></b>	
• Field Service Orders	569
• Severn Trent	3
• Verify Shut-Off's	38
• Cut Off Non Pay	181
• Turn Back On	120
<b><u>Reads:</u></b>	
• Initial Read	51
• Final Read	46